> ⚠️ **Caution**
>
> This changes the print settings for all components of LibreOffice, not just Calc

Previewing pages/sheets before printing

To preview the sheets in Calc before printing:

1) Choose **File > Print Preview** on the Menu bar, or click the **Toggle Print Preview** icon on the Standard toolbar, or press *Ctrl+Shift+O*.

2) The Calc window now displays the Print Preview toolbar instead of the Formatting toolbar.

Figure 197: Print Preview toolbar

3) To print the document from this view, select **File > Print** on the Menu bar, or click the **Print** icon on the Standard toolbar, or press *Ctrl+P*, to open the Print dialog.

4) Choose the print options and click the **Print** button.

5) Click the **Toggle Print Preview** icon again, or click the **Close Preview** icon on the right-hand side of the Print Preview toolbar, to return to the normal spreadsheet view.

Using print ranges

You can define which range of cells on a spreadsheet are to be printed or exported to a PDF. The cells on the sheet that are not part of the defined print range are not printed or exported. Also, any sheets without a defined print range are not printed or exported. Creating a user-defined print range will replace any existing defined print range.

Defining and printing a print range

To set a user-defined print range:

1) Select the range of cells to be used in the print range.

2) Go to **Format > Print Ranges > Define** on the Menu bar. If **Tools > Options > LibreOffice Calc > View > Page breaks** is enabled, then automatic page break lines are displayed on the screen, defining the cells included in the print range.

3) Click on the **Print Directly** icon on the Standard toolbar to print the defined print range, or open the Print dialog and click **Print** to print the defined print range.

> ℹ️ **Tip**
>
> You can check the print range by using **Toggle Print Preview** or the Preview pane in the Print dialog. Calc will display only the cells in the print range. See "Viewing print ranges" on page 226.

Editing a print range

At any time, you can edit the print range. For example, to add or remove cells, or define rows and columns to repeat (such as column or row headings). For more details on how to define repeated rows and/or columns, see "Repeat printing of rows or columns" on page 229.

1) Go to **Format > Print Ranges > Edit** on the Menu bar to open the *Edit Print Ranges* dialog (Figure 198).